



City Council

Department Summary

Department Overview

The Mayor and members of the City Council are elected at-large by the voters of Alameda and serve as the principal policymakers for the City, the Community Improvement Commission, and the Alameda Reuse and Redevelopment Authority. The Mayor and City Council also serve as the Board of Commissioners for the Housing Authority. They are responsible for enacting ordinances, establishing public policies, and providing guidance and direction for actions that affect the quality of life in Alameda.

The City Council formulates community priorities for allocation of City resources, including adoption of a budget and financial forecast. The City Council holds regularly scheduled meetings and hearings to receive input from the Alameda community. The Mayor and City Council also promote the City's interests at the regional, state, and national levels through participation in various intergovernmental organizations and associations, including service on various boards of regional agencies such as the Alameda County Transportation Commission, the Water Emergency Transportation Authority, the East Bay Regional Communications System Authority, and the Alameda County Waste Management Authority.

Goals

- Establish workplan priorities annually for Charter officers that address community needs and organizational services.
- Evaluate management practices in order to ensure high-quality customer service to Alameda's residents and businesses.
- Enforce fiscal sustainability in all City programs and services.
- Direct policy initiatives, as necessary, that focus on economic development and the health, safety and quality of life in the Alameda community.

Workplan Highlights

- In FY10-11, the City Council provided policy direction on a park master plan, development projects outside the Alameda Point property, and initiatives to "green" the City.
- The City Council worked with the City's management team to address the City's budget shortfall in a responsible manner, preserving core services to the community.
- The development of Alameda Point continues to be a top priority for the City, with a renewed focus on obtaining a no or low-cost economic development conveyance of the property from the Navy.
- In FY11-12, the City Council will consider options for reducing the City's Other Post-Employment Benefits liabilities and focusing the City's resources on core services in the face of declining revenues and increasing expenditures.
- The City Council will continue to work with staff and the Alameda Unified School District to develop ways to jointly serve the Alameda community.



City Council

Department Summary

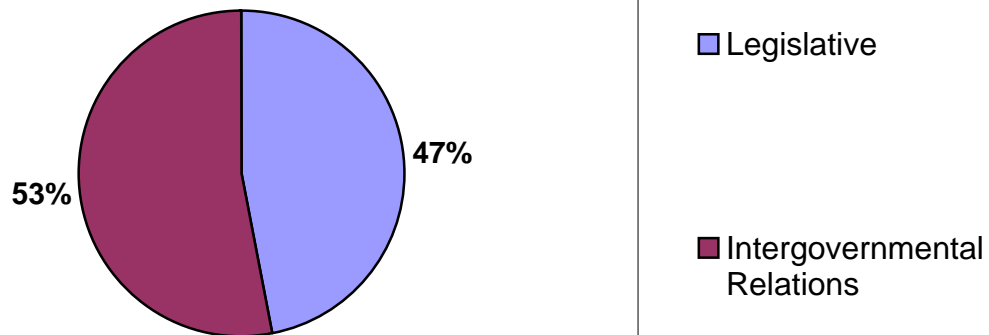
Mission Statement

To enhance the safety, livability and prosperity of the Alameda community through an investment in quality municipal services which enhance neighborhood pride, increase business opportunities and demonstrate policy leadership.

Expenditure Summary by Program

<u>Program Name</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Projected</u>	<u>FY 11-12 Budget</u>	<u>FY 12-13 Forecast</u>
Legislative	\$ 158,030	\$ 163,305	\$ 167,345	\$ 176,060
Intergovernmental Relations	244,982	286,555	189,565	192,400
Total Program Budget	\$ 403,012	\$ 449,860	\$ 356,910	\$ 368,460
Less: Program Revenues	3,650	3,300	3,300	3,300
Net Program Budget	\$ 399,362	\$ 446,560	\$ 353,610	\$ 365,160
Cost Recovery %	1%	1%	1%	1%

Department FY 11-12 Expenditures by Division





City Council Department Summary

Expenditure Summary by Category

	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
<u>Expenditure Category</u>				
Personnel Services	\$ 138,755	\$ 187,110	\$ 115,400	\$ 125,950
Contractual Services	110,067	100,500	100,650	100,800
Materials & Supplies	88,802	96,850	75,460	76,310
Fixed Charges	65,388	65,400	65,400	65,400
Total Program Budget	\$ 403,012	\$ 449,860	\$ 356,910	\$ 368,460
Less: Program Revenues	3,650	3,300	3,300	3,300
Net Program Budget	\$ 399,362	\$ 446,560	\$ 353,610	\$ 365,160

Personnel Summary

	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
<u>Division</u>				
Mayor	1.00	1.00	1.00	1.00
Councilmember	4.00	4.00	4.00	4.00
Deputy City Manager	0.50	0.50	-	-
Assistant City Manager	-	-	0.20	0.20
Total	5.50	5.50	5.20	5.20

Fund Summary

Program Budget by Fund				
General Fund	\$ 403,012	\$ 449,860	\$ 356,910	\$ 368,460
Net Program Budget by Fund				
General Fund	\$ 399,362	\$ 446,560	\$ 353,610	\$ 365,160



City Council

Legislative

Program Description

The City Council is the five-member policy making body for the City of Alameda. Under the Legislative program, the City Council enacts ordinances, adopts resolutions, and provides guidance and direction to enable City staff to implement the City Council's policies. The Mayor and City Council also serve as the Community Improvement Commission (CIC), the Alameda Reuse and Redevelopment Authority (ARRA), and the Housing Authority Board of Commissioners.

Key Objectives

1. Establish and prioritize policy initiatives and provide guidance and direction to the City's Charter Officers for actions that affect the quality of life in Alameda.
2. Adopt a balanced budget and sustainable financial plan annually.
3. Approve Memoranda of Understanding with various City bargaining units.
4. Conduct a professional poll to survey residents' support of revenue enhancing tax measures.

Budget Highlights and Significant Proposed Changes

- No significant changes are proposed for this program.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
CC/CIC/ARRA/HABOC meetings held	1	50	50	50	50
Ordinances enacted	1	12	12	12	12
Budgets adopted	2	3	3	3	3



City Council Legislative (1210)

Funding Sources:

General Fund (001)

Summary of Expenditures and Revenues

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Expenditure Category</u>				
Personnel Services	\$ 54,748	\$ 62,730	\$ 68,805	\$ 76,520
Contractual Services	6,067	4,500	4,650	4,800
Materials & Supplies	31,827	30,675	28,490	29,340
Fixed Charges	65,388	65,400	65,400	65,400
Total Program Budget	\$ 158,030	\$ 163,305	\$ 167,345	\$ 176,060
Less: Program Revenues	3,650	3,300	3,300	3,300
Net Program Budget	\$ 154,380	\$ 160,005	\$ 164,045	\$ 172,760

Personnel Summary

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Position</u>				
Mayor	1.00	1.00	1.00	1.00
Councilmember	4.00	4.00	4.00	4.00
Totals	5.00	5.00	5.00	5.00



City Council

Intergovernmental Relations

Program Description

The Intergovernmental Relations program is responsible for advocating on behalf of the City of Alameda and its component units at the local, State and Federal levels. Funds for this program support City Council participation on regional agency boards such as the Alameda County Transportation Commission and the Waste Management Authority. This program also provides funding for the City's federal lobbyist as well as memberships in the League of California Cities, the US Conference of Mayors, and other local government organizations.

Key Objectives

1. Adopt an annual legislative program to guide City advocacy efforts regarding State budget, fiscal reform, transportation funding, and employee relations.
2. Develop federal funding priorities and submit requests to Congressional representatives and federal agencies related to grant opportunities and the transportation reauthorization legislation.
3. Represent City's interests with regional government agencies, including the Alameda County Transportation Commission, the Water Emergency Transportation Authority, the East Bay Regional Communications System Authority, and the Waste Management Authority.

Budget Highlights and Significant Proposed Changes

- Includes a proposed reduction in association memberships of \$48,000 for FY 11-12 and FY 12-13 in comparison to the amount budgeted for FY10-11. The budget also includes a reduction in personnel expenditures as a result of the partial reassignment of a position from the Intergovernmental Relations program to the City Manager's Office.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Federal appropriations or grants submitted	2	5	5	5	5
League of CA Cities meetings attended	1	14	14	14	14
Regional board meetings attended	3	48	48	48	48



City Council

Intergovernment Relations (1211)

Funding Sources:

General Fund (001)

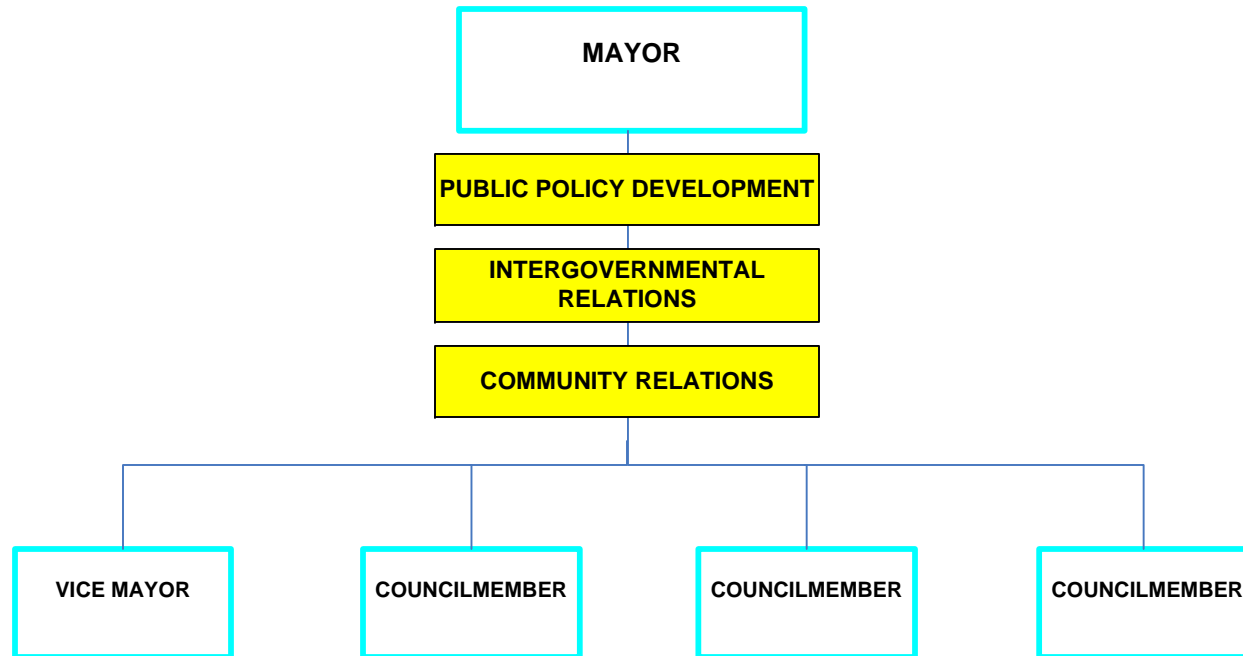
Summary of Expenditures and Revenues

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Expenditure Category</u>				
Personnel Services	\$ 84,007	\$ 124,380	\$ 46,595	\$ 49,430
Contractual Services	104,000	96,000	96,000	96,000
Materials & Supplies	56,975	66,175	46,970	46,970
Total Program Budget	\$ 244,982	\$ 286,555	\$ 189,565	\$ 192,400
Less: Program Revenues	-	-	-	-
Net Program Budget	\$ 244,982	\$ 286,555	\$ 189,565	\$ 192,400

Personnel Summary

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Position</u>				
Deputy City Manager	0.50	0.50	-	-
Assistant City Manager	-	-	0.20	0.20
Totals	0.50	0.50	0.20	0.20

City Council





City Attorney

Department Summary

Department Overview

The City Attorney's Office provides all legal services to the City Council, Boards and Commissions, City Manager, and departments, pursuant to terms of Article VIII Sections 1 through 5 of the City Charter. In addition, the City Attorney's Office acts as General Counsel to the Community Improvement Commission (CIC), Housing Authority, and Alameda Reuse and Redevelopment Authority (ARRA), and is responsible for the provision of all of municipal legal services. Risk Management is a division of the City Attorney's Office and works with City departments to eliminate or mitigate potential risk and preserve public property, as well as manage the City's workers' compensation program.

Goals

- Provide high-quality, cost-effective legal services that are responsive to the needs of the legislative bodies and staff of the City of Alameda.
- Continue resolution of pending litigation matters at lowest possible costs to the City, while maintaining a strong City defense strategy.
- Offer legal and risk management services necessary to minimize City liability and exposure.

Workplan Highlights

- Legal support will be provided for labor negotiations with the City's various bargaining units.
- Legal support will be provided for negotiation and drafting of documents for the redevelopment of Alameda Point.
- Legal support will be provided for strategies to protect redevelopment activities.
- Legal support for negotiation and drafting of all legal documents and litigation services required by the City, CIC, ARRA, and the Housing Authority will continue to be performed.
- The public records retention policy will be revised and a new resolution drafted, and departments will be trained on implementation of the policy.
- Updates on FPPC regulations will be drafted and distributed, and language will be drafted for posting on the City website.
- Brown Act and Public Records Act training will be provided as necessary.
- An ordinance by the Sunshine Task Force on open government will be reviewed.
- Input will be provided to the City Council in developing a process for selecting outside counsel.



City Attorney

Department Summary

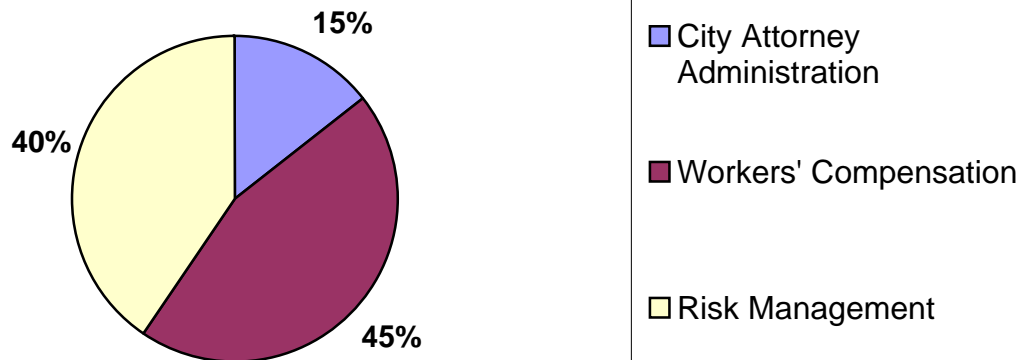
Mission Statement

To provide sound and objective legal advice and representation to the City Council, acting in accordance with the highest ethical and professional standards.

Expenditure Summary by Program

<u>Program Name</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Projected</u>	<u>FY 11-12 Budget</u>	<u>FY 12-13 Forecast</u>
City Attorney Administration	\$ 944,748	\$ 993,675	\$ 900,705	\$ 920,775
Workers' Compensation	3,447,906	2,685,475	2,783,665	2,789,100
Risk Management	2,236,636	2,353,080	2,502,225	2,543,375
Total Program Budget	\$ 6,629,290	\$ 6,032,230	\$ 6,186,595	\$ 6,253,250
Less: Program Revenues	6,342,429	6,131,695	6,094,820	6,084,930
Net Program Budget	\$ 286,861	\$ (99,465)	\$ 91,775	\$ 168,320
Cost Recovery % *	96%	102%	99%	97%

Department FY 11-12 Expenditures by Division



* Includes cost allocation of charges to other City programs



City Attorney

Department Summary

Expenditure Summary by Category

<u>Expenditure Category</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Projected</u>	<u>FY 11-12 Budget</u>	<u>FY 12-13 Forecast</u>
Personnel Services	\$ 1,300,027	\$ 1,363,985	\$ 1,320,960	\$ 1,357,535
Contractual Services	5,119,649	4,446,275	4,634,015	4,662,325
Materials & Supplies	48,586	60,950	70,600	72,370
Fixed Charges	161,028	161,020	161,020	161,020
Total Program Budget	\$ 6,629,290	\$ 6,032,230	\$ 6,186,595	\$ 6,253,250
Less: Program Revenues	6,342,429	6,131,695	6,094,820	6,084,930
Net Program Budget	\$ 286,861	\$ (99,465)	\$ 91,775	\$ 168,320

Personnel Summary

<u>Division</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Projected</u>	<u>FY 11-12 Budget</u>	<u>FY 12-13 Forecast</u>
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney II	1.50	1.50	1.50	1.50
Deputy City Attorney I	1.00	1.00	1.00	1.00
Risk Manager	1.00	1.00	1.00	1.00
Administrative Management Analyst	1.00	1.00	1.00	1.00
Paralegal	1.00	1.00	1.00	1.00
Administrative Services Coordinator	-	-	1.00	1.00
Administrative Technician III	1.00	1.00	-	-
Administrative Technician II	1.00	1.00	1.00	1.00
Administrative Technician I	1.00	1.00	1.00	1.00
Total	9.50	9.50	9.50	9.50

Fund Summary

Program Budget by Fund

General Fund	\$ 944,748	\$ 993,675	\$ 900,705	\$ 920,775
Workers' Comp	3,447,906	2,685,475	2,783,665	2,789,100
Risk Management	2,236,636	2,353,080	2,502,225	2,543,375

Net Program Budget by Fund

General Fund	\$ 793,088	\$ 847,275	\$ 754,305	\$ 774,375
Workers' Comp	(164,552)	(962,740)	(752,885)	(740,200)
Risk Management	(341,675)	16,000	90,355	134,145



City Attorney Administration

Program Description

The City Attorney is the legal advisor to the City Council and to all departments, Boards, Commissions, and City offices. The City Attorney serves as general counsel to the City's separate legal entities, including the Community Improvement Commission, the Alameda Reuse and Redevelopment Authority, and the Housing Authority Board of Commissioners. The Administration and Legal Support Services program manages the complete legal needs of the municipal organization and various legal entities, for both transactional and litigation defense and initiation, through the use of both in-house and outside counsel, as deemed necessary by the City Attorney.

Key Objectives

1. Provide thorough, accurate, timely and strategic legal advice and counsel to the legislative bodies and City staff as requested.
2. Continue resolution of pending litigation matters at the lowest possible costs to the City, while maintaining a strong City defense strategy.
3. Maintain regular, meaningful communications with City Council, City Manager and Executive Management Team.
4. Provide in-house training for various City departments on a quarterly basis regarding legal procedures, requirements, or liability avoidance.

Budget Highlights and Significant Proposed Changes

Includes a proposed \$100,000 reduction in personnel expenses for FY 11-12 and FY 12-13 related to a proposed reorganization of the City Attorney's Office.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Agreements and contracts reviewed and approved as to form	1	500	500	500	500
Ordinances prepared	1	18	18	14	14
Resolutions prepared	1	85	85	100	100
Formal opinions prepared	1	350	350	350	350
Active litigation matters defended	2	22	22	22	22
City Council meetings attended	1	22	22	22	22
Special joint meetings attended	1	15	15	15	15
Planning Board meetings attended	1	20	20	20	20
Community Improvement Commission and Alameda Reuse and Redevelopment meetings attended	1	14	14	14	14
Housing Authority Board of Commissioner meetings attended	1	4	4	4	4
Public Utilities Board meetings attended	1	12	12	12	12
City Council meeting staff reports reviewed	1	210	210	210	210



City Attorney Administration (2310)

Funding Sources:

General Fund (001)

Summary of Expenditures and Revenues

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Expenditure Category</u>				
Personnel Services	\$ 799,207	\$ 841,110	\$ 740,575	\$ 761,445
Contractual Services	6,258	8,395	9,950	9,950
Materials & Supplies	24,491	29,380	35,390	34,590
Fixed Charges	114,792	114,790	114,790	114,790
Total Program Budget	\$ 944,748	\$ 993,675	\$ 900,705	\$ 920,775
Less: Program Revenues	151,660	146,400	146,400	146,400
Net Program Budget	\$ 793,088	\$ 847,275	\$ 754,305	\$ 774,375

Personnel Summary

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Position</u>				
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney II	1.50	1.50	1.50	1.50
Deputy City Attorney I	0.50	0.50	0.50	0.50
Paralegal	1.00	1.00	1.00	1.00
Administrative Technician III	1.00	1.00	-	-
Administrative Services Coordinator	-	-	1.00	1.00
Totals	5.00	5.00	5.00	5.00



City Attorney

Workers' Compensation

Program Description

Under the direction of the City Attorney's Office, and managed by the Risk Management Division, the Workers' Compensation program administers legally required insurance benefits for the employees and volunteers of the City of Alameda, including Alameda Municipal Power. The program includes cost-effective and efficient claims handling; productive return of employees to work programs; administration and training for department-specific or Citywide programs that promote safety in the workplace; ergonomic evaluations; participation in the "pooled" Workers' Compensation coverage program; and maintenance of a workers' compensation claims budget in accordance with recommendations established annually by a third-party actuary. The Risk Manager serves as a Board Director and Executive Committee Member of the Local Agency Workers' Compensation Excess Joint Powers Authority (LAWCX).

Key Objectives

1. Maintain the Citywide Safety Committee to reduce the frequency and severity of Workers' Compensation claims, comply with training requirements of LAWCX, CalOSHA Illness Prevention Programs, in accordance with Title VIII and bargaining unit MOU requirements.
2. Hold quarterly meetings with the City's Workers' Compensation third-party administrator and update the division's procedures manual to provide quality, cost-efficient benefits for all City employees and volunteers.
3. Continue to work with Workers' Compensation third-party administrator on claims, and administer return-to-work programs that encourage the return of injured personnel to work as early as possible.
4. Conduct Workers' Compensation refresher training to ensure quality, cost-efficient Workers' Compensation benefits for all City employees and volunteers.
5. Maintain mandated OSHA record keeping and reporting of occupational injuries and illnesses.
6. Provide a free flu vaccination clinic for all City staff and volunteers to reduce staff sick days.

Budget Highlights and Significant Proposed Changes

No significant changes are proposed for this program.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Quarterly meetings with Workers' Compensation third-party administrator and selected departments to review various workers' compensation claims	2	4	4	4	4
Annual WC Refresher Trainings for Departments	4	1	1	1	1
Citywide Safety Committee meetings	1	2	4	3	3
Mandated OSHA Record Keeping	5	90	90	90	90
Claims processed	3	80	80	80	80
Citywide Flu Vaccination Clinic	6	1	1	1	1



City Attorney

Workers' Compensation (07110)

Funding Sources:

Workers' Compensation (711)

Summary of Expenditures and Revenues

<u>Expenditure Category</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Personnel Services	\$ 180,918	\$ 171,630	\$ 188,655	\$ 192,760
Contractual Services	3,245,976	2,491,855	2,572,210	2,573,495
Materials & Supplies	2,844	3,830	4,640	4,685
Fixed Charges	18,168	18,160	18,160	18,160
Total Program Budget	\$ 3,447,906	\$ 2,685,475	\$ 2,783,665	\$ 2,789,100
Less: Program Revenues	3,612,458	3,648,215	3,536,550	3,529,300
Net Program Budget *	\$ (164,552)	\$ (962,740)	\$ (752,885)	\$ (740,200)

Personnel Summary

<u>Position</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Risk Manager	0.50	0.50	0.50	0.50
Administrative Technician II	1.00	1.00	1.00	1.00
Totals	1.50	1.50	1.50	1.50

* The amount of the net surplus represents reserves set aside for the payment of future claims, as established by the City's third-party actuary related to workers' compensation claims



City Attorney

Risk Management

Program Description

The Risk Management program provides risk management services to all City departments, the Alameda Reuse and Redevelopment Authority (ARRA), and the Community Improvement Commission. Services provided include processing of liability and environmental claims; procurement and administration of self-insured and procured insurance programs for all general liability and real and personal property; safety and loss control, including administrative compliance with CalOSHA; provision of risk management assessments and opinions; disaster management; administration of Americans with Disabilities Act (ADA) requirements through provision of ADA Coordinator services; and maintenance of a liability loss reserve fund in an amount established annually by an actuary. The Risk Manager serves as a Board Director, Board President, and Executive Committee Member of the California Joint Powers Risk Management Authority (CJPRMA), the City's excess liability risk-sharing pool. The Assistant Risk Manager serves as the City's ADA Coordinator, and serves as Secretary on the Commission on Disability.

Key Objectives

1. Improve the process for conducting liability claims investigations to reduce the cost of claims and litigation.
2. Review and approve insurance provisions on contracts and permits for City projects, programs and events.
3. Identify ADA structural improvement requirements for City facilities, to improve accessibility of City services for all disabled citizens.
4. Provide in-house Safety and Loss Prevention Training, eliminating staff travel and excessive time away from work.
5. Procure and administer real and personal property insurance and all specialty insurance products as required for the City, ARRA, and its various legislative entities.
6. Serve as Secretary of the Commission on Disability Issues to raise awareness of Alameda's disabled residents.

Budget Highlights and Significant Proposed Changes

No significant changes are proposed for this program.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Contracts reviewed and approved for insurance documentation	2	500	500	500	500
Permits reviewed and approved for insurance documentation	2	120	120	120	120
Fire Safety Committee meetings attended	4	12	12	12	12
Citywide safety meetings conducted	4	2	4	3	3
Commission on Disability meetings conducted	3, 6	10	10	10	10
Risk Management opinions rendered	1	30	30	30	30
Claims Investigations	1	99	99	99	99



City Attorney

Risk Management (07120)

Funding Sources:

Risk Management (712)

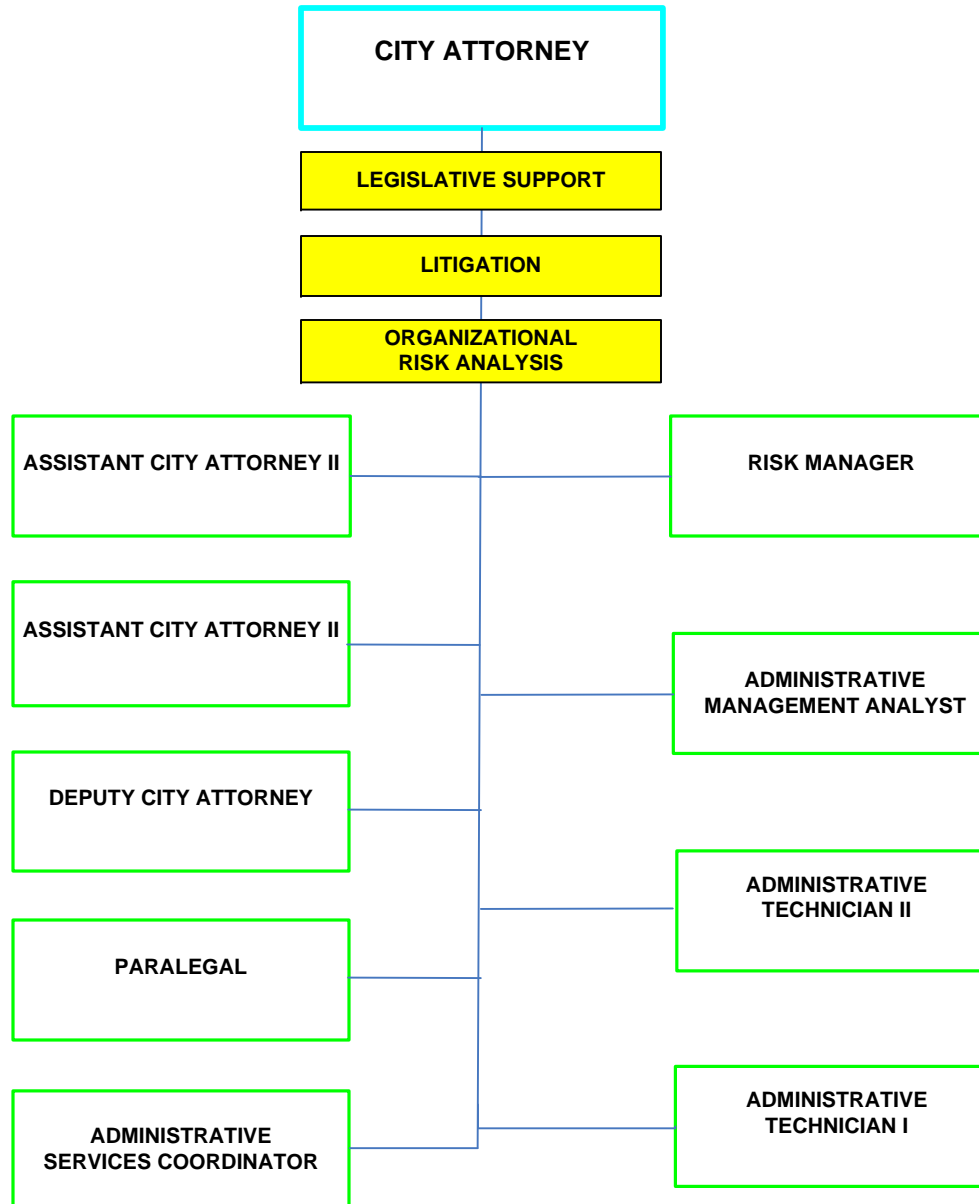
Summary of Expenditures and Revenues

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Expenditure Category</u>				
Personnel Services	\$ 319,902	\$ 351,245	\$ 391,730	\$ 403,330
Contractual Services	1,867,415	1,946,025	2,051,855	2,078,880
Materials & Supplies	21,251	27,740	30,570	33,095
Fixed Charges	28,068	28,070	28,070	28,070
Total Program Budget	\$ 2,236,636	\$ 2,353,080	\$ 2,502,225	\$ 2,543,375
Less: Program Revenues	2,578,311	2,337,080	2,411,870	2,409,230
Net Program Budget	\$ (341,675)	\$ 16,000	\$ 90,355	\$ 134,145

Personnel Summary

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Position</u>				
Deputy City Attorney I	0.50	0.50	0.50	0.50
Risk Manager	0.50	0.50	0.50	0.50
Administrative Management Analyst	1.00	1.00	1.00	1.00
Admiistrative Technician I	1.00	1.00	1.00	1.00
Totals	3.00	3.00	3.00	3.00

City Attorney





City Clerk

Department Summary

Department Overview

The Office of the City Clerk prepares City Council meeting agendas; records the proceedings of City Council meetings; certifies and retains City Council legislation; maintains official City Council records; and responds to record requests. Additionally, the Office of the City Clerk manages campaign disclosure and economic interest filings; coordinates the Boards and Commissions appointment process; administers general and special municipal elections in compliance with the City Charter and State of California laws; and is responsible for certifying any voter-ratified Charter amendments. Lastly, the cable television operations are under the Office of the City Clerk.

Goals

- Ensure compliance with the Brown Act, Elections Code, Fair Political Practices Commission regulations and the Public Records Act.
- Improve the availability of records and information on the City's website and in electronic format to achieve greater public accessibility.
- Promote the highest level of customer service.
- Provide accurate and impartial election information to candidates, campaign committees and the public.
- Ensure ongoing staff review and education of existing and updated legal requirements.

Workplan Highlights

- School District campaign statements are now filed in the Office of the City Clerk.
- The City Clerk's Office took over the Cable Television Administration program during FY 10-11.
- Conversion to the new website involved creation of a new and improved document archive back to 2005.



City Clerk

Department Summary

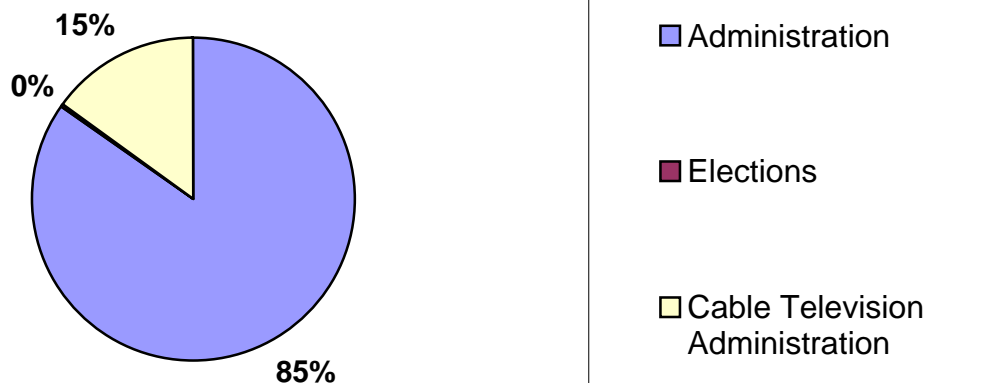
Mission Statement

To serve the City Council, City staff and the public by documenting the actions and preserving the records of the City Council, and administering open and impartial elections in accordance with statutory requirements.

Expenditure Summary by Program

<u>Program Name</u>	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Administration	\$ 410,492	\$ 511,555	\$ 509,375	\$ 520,220
Elections	279,805	46,130	280	60,280
Cable Television Administration	62,233	75,750	90,920	95,445
Total Program Budget	\$ 752,530	\$ 633,435	\$ 600,575	\$ 675,945
Less: Program Revenues	10,326	18,450	10,450	18,450
Net Program Budget	\$ 742,204	\$ 614,985	\$ 590,125	\$ 657,495
Cost Recovery %	1%	3%	2%	3%

Department FY 11-12 Expenditures by Division





City Clerk Department Summary

Expenditure Summary by Category

	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
<u>Expenditure Category</u>				
Personnel Services	\$ 391,316	\$ 474,065	\$ 479,650	\$ 488,920
Contractual Services	289,314	81,000	33,800	97,900
Materials & Supplies	16,604	23,080	25,305	27,305
Fixed Charges	55,296	55,290	61,820	61,820
Total Program Budget	\$ 752,530	\$ 633,435	\$ 600,575	\$ 675,945
Less: Program Revenues	10,326	18,450	10,450	18,450
Net Program Budget	\$ 742,204	\$ 614,985	\$ 590,125	\$ 657,495

Personnel Summary

	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
<u>Division</u>				
City Clerk	1.00	1.00	1.00	1.00
Assistant City Clerk	1.00	1.00	1.00	1.00
Administrative Services Coordinator	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00
Public Works Coordinator	0.20	0.20	-	-
Total	4.20	4.20	4.00	4.00

Fund Summary

Program Budget by Fund				
General Fund	\$ 752,530	\$ 633,435	\$ 600,575	\$ 675,945
Net Program Budget by Fund				
General Fund	\$ 742,204	\$ 614,985	\$ 590,125	\$ 657,495



City Clerk

Administration

Program Description

The City Clerk is appointed by the City Council and serves as the liaison between the City Council and the public. This program prepares the City Council meeting agendas, records the proceedings of the City Council meetings, and certifies and retains City Council legislation. The City Clerk's Office maintains official City Council records and responds to public records requests as required by law. The Administration program also manages economic interest filings and coordinates the Boards and Commissions appointment process.

Key Objectives

1. Ensure compliance with relevant statutes including the Brown Act, Public Records Act and Fair Political Practices Commission regulations.
2. Continue to improve the availability of records and information on the City's website and in electronic format.
3. Ensure 85% of record requests are handled within 24 hours.
4. Ensure 98% of record requests are handled within 10 days.

Budget Highlights and Significant Proposed Changes

- Due to assuming responsibility for cable television administration, part of the salaries charged to the City Clerk's office will be charged to cable administration.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Meetings supported	1	85	95	95	95
Documents scanned	2	1,800	3,500	3,500	3,500
Public records requests completed	3, 4	450	615	600	600



City Clerk

Administration (2210)

Funding Sources:

General Fund (001)

Summary of Expenditures and Revenues

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Expenditure Category</u>				
Personnel Services	\$ 351,590	\$ 446,880	\$ 434,045	\$ 442,290
Contractual Services	9,548	12,300	13,500	14,600
Materials & Supplies	4,042	7,065	9,990	11,490
Fixed Charges	45,312	45,310	51,840	51,840
Total Program Budget	\$ 410,492	\$ 511,555	\$ 509,375	\$ 520,220
Less: Program Revenues	10,152	10,450	10,450	10,450
Net Program Budget	\$ 400,340	\$ 501,105	\$ 498,925	\$ 509,770

Personnel Summary

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Position</u>				
City Clerk	1.00	1.00	0.93	0.93
Assistant City Clerk	1.00	1.00	1.00	1.00
Administrative Services Coordinator	1.00	1.00	0.80	0.80
Office Assistant	1.00	1.00	1.00	1.00
Totals	4.00	4.00	3.73	3.73



City Clerk Elections

Program Description

The Elections program administers general and special municipal elections in compliance with the City Charter and State of California laws and is responsible for certifying any voter-ratified Charter amendments. The Elections program is also responsible for managing campaign disclosure filings.

Key Objectives

1. Ensure compliance with all relevant statutes, including the Elections Code and Fair Political Practice Commission regulations.
2. Provide accurate and impartial election information to candidates, campaign committees and the public.

Budget Highlights and Significant Proposed Changes

- School District campaign committees file in the Office of the City Clerk, rather than with the Registrar of Voters.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Candidates processed	1	0	13	0	10
Initiatives processed	1	2	0	0	0
City ballot measures administered	1	1	0	0	1
Campaign statement filings administered	1, 2	64	99	60	70



City Clerk Elections (2220)

Funding Sources:

General Fund (001)

Summary of Expenditures and Revenues

	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
<u>Expenditure Category</u>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	279,621	46,000	-	60,000
Materials & Supplies	184	130	280	280
Total Program Budget	\$ 279,805	\$ 46,130	\$ 280	\$ 60,280
Less: Program Revenues	174	8,000	-	8,000
Net Program Budget	\$ 279,631	\$ 38,130	\$ 280	\$ 52,280

Personnel Summary

	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
<u>Position</u>				
Totals	-	-	-	-



City Clerk

Cable Television Administration

Program Description

The Cable Television Administration program provides technical assistance for the operation of the Government Channel and maintains related equipment in the City Council Chamber.

Key Objectives

1. Broadcast City Council, Alameda Reuse and Redevelopment Authority, Planning Board, Public Utilities Board, Transportation Commission and Board of Education meetings held in the City Council Chambers.
2. Increase the number of public service announcements aired.

Budget Highlights and Significant Proposed Changes

- Implement AT&T broadcast of Channel 15.
- Update and improve the audio, audiovisual and television system.
- Begin to offer additional filming opportunities, including off-site meetings.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
City Council meetings broadcast	1	23	28	26	26
Alameda Reuse and Redevelopment Authority meetings broadcast	1	12	12	12	12
Board/Commission meetings broadcast	1	24	36	40	40
Board of Education meetings broadcast	1	22	20	22	22
Public Services Announcements aired	2	5	10	15	15



City Clerk

Cable Television Administration (2230)

Funding Sources:

General Fund (001)

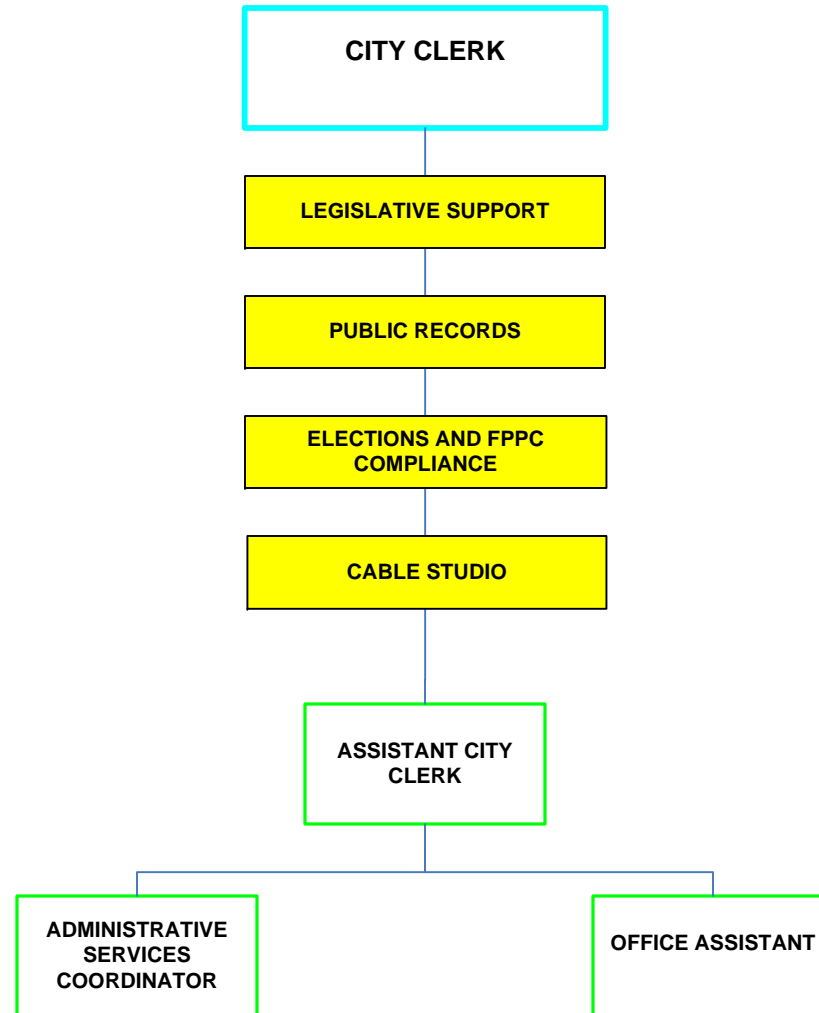
Summary of Expenditures and Revenues

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Expenditure Category</u>				
Personnel Services	\$ 39,726	\$ 27,185	\$ 45,605	\$ 46,630
Contractual Services	145	22,700	20,300	23,300
Materials & Supplies	12,378	15,885	15,035	15,535
Fixed Charges	9,984	9,980	9,980	9,980
Total Program Budget	\$ 62,233	\$ 75,750	\$ 90,920	\$ 95,445
Less: Program Revenues	-	-	-	-
Net Program Budget	\$ 62,233	\$ 75,750	\$ 90,920	\$ 95,445

Personnel Summary

	FY09-10 Actual	FY10-11 Projected	FY11-12 Budget	FY12-13 Forecast
<u>Position</u>				
Public Works Coordinator	0.20	0.20	-	-
City Clerk	-	-	0.07	0.07
Administrative Services Coordinator	-	-	0.20	0.20
Totals	0.20	0.20	0.27	0.27

City Clerk





City Manager

Department Summary

Department Overview

The City Manager's Office is responsible for providing policy support and recommendations to the City Council; providing leadership and direction to the departments in support of organizational work efforts; fostering community partnerships, economic development and interagency collaboration; and connecting residents with their community. The City Manager's Office also supports the City Council's efforts to engage in legislative advocacy at the local, state and national levels to advocate for the City's interests and act as a leader among municipalities in California.

Goals

- Provide leadership in the development of solutions to the current fiscal challenges, including reducing costs, streamlining the organization, fostering economic development, exploring new revenue sources, and promoting interdepartmental cooperation.
- Support and create opportunities for the City Council to play a leadership role at the regional, state and national level on issues of importance to the community.
- Promote interagency relationships with other public entities to ensure efficient and effective service delivery among shared customers.
- Enhance customer service by ensuring that information requests made by Councilmembers, residents and other local stakeholders are addressed promptly and thoroughly.
- Foster effective working relationships with the business community, school districts and residents and promote the City's message by providing an increased focus on community and media outreach.

Workplan Highlights

- The City Manager's Office continued to streamline and reorganize City operations in FY 10-11 in order to ensure the City's budget is balanced and fiscally sustainable now and in the future.
- The City Manager's Office is working to transition the Chuck Corica Golf Complex from a City operated facility to a facility under a long-term lease with a private golf management company.
- The redevelopment of Alameda Point was a key area of focus for the City Manager's Office in FY 10-11 and will remain so in FY 11-12.
- The City Manager's Office led the development of the City's new website and provides ongoing support.
- The City Manager's Office will continue to focus its resources on its main priorities: ensuring a balanced, fiscally sustainable budget; preserving and enhancing existing business within Alameda, delivering services to the community as efficiently as possible; and implementing organizational initiatives toward increased program performance.
- In the wake of the State's efforts to dismantle redevelopment, the City Manager's Office will work to provide alternative funding sources to continue some redevelopment-related activities, such as business attraction and retention.



City Manager

Department Summary

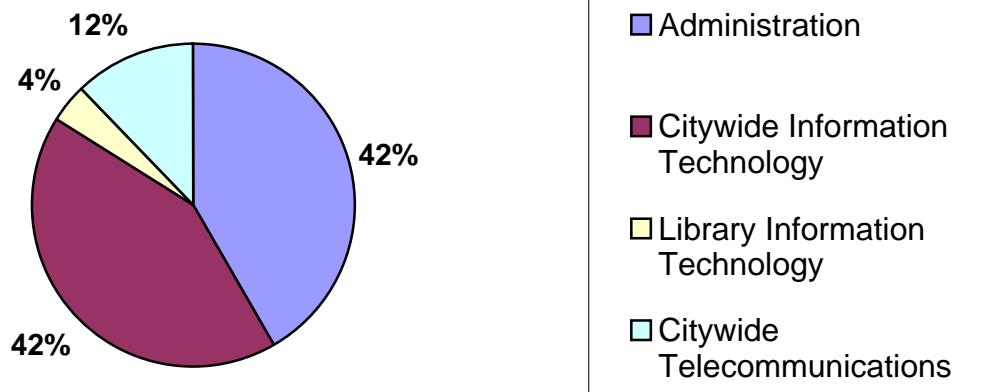
Mission Statement

To manage City operations consistent with City Council policy direction within the context of the City's fiscal resources, and plan strategically to achieve the long-term community vision.

Expenditure Summary by Program

<u>Program Name</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Projected</u>	<u>FY 11-12 Budget</u>	<u>FY 12-13 Forecast</u>
Administration	\$ 812,762	\$ 1,118,330	\$ 1,238,254	\$ 1,275,538
Citywide Information Technology	1,038,403	1,203,825	1,255,115	1,295,550
Library Information Technology	110,125	108,680	112,135	114,140
Citywide Telecommunications	289,418	351,950	362,925	363,800
Total Program Budget	\$ 2,250,708	\$ 2,782,785	\$ 2,968,429	\$ 3,049,028
Less: Program Revenues	2,028,729	1,928,215	1,865,565	1,843,285
Net Program Budget	\$ 221,979	\$ 854,570	\$ 1,102,864	\$ 1,205,743
Cost Recovery % *	90%	69%	63%	60%

Department FY 11-12 Expenditures by Division



* Includes cost allocation of charges to other City programs



City Manager

Department Summary

Expenditure Summary by Category

<u>Expenditure Category</u>	<u>FY 09-10 Actual</u>	<u>FY 10-11 Projected</u>	<u>FY 11-12 Budget</u>	<u>FY 12-13 Forecast</u>
Personnel Services	\$ 1,373,290	\$ 1,560,020	\$ 1,745,264	\$ 1,804,228
Contractual Services	469,435	761,050	674,680	692,680
Materials & Supplies	225,693	282,835	369,605	376,370
Capital Outlay	2,240	-	-	-
Fixed Charges	147,768	178,880	178,880	175,750
Debt Service	32,282	-	-	-
Total Program Budget	\$ 2,250,708	\$ 2,782,785	\$ 2,968,429	\$ 3,049,028
Less: Program Revenues	2,028,729	1,928,215	1,865,565	1,843,285
Net Program Budget	\$ 221,979	\$ 854,570	\$ 1,102,864	\$ 1,205,743

Personnel Summary

	<u>FY 09-10 Actual</u>	<u>FY 10-11 Projected</u>	<u>FY 11-12 Budget</u>	<u>FY 12-13 Forecast</u>
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	0.50	-	0.80	0.80
Deputy City Manager	0.50	0.50	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Administrative Management Analyst	2.00	2.00	2.00	2.00
Technology Services Coordinator	1.00	1.00	1.00	1.00
Telecom Maintenance Technician	1.00	1.00	1.00	1.00
Computer Service Technician	1.00	1.00	1.00	1.00
Principal Executive Assistant	1.00	1.00	-	-
Office Assistant	1.00	1.00	2.00	2.00
Total	11.00	10.50	11.80	11.80

Fund Summary

Program Budget by Fund

General Fund	\$ 812,762	\$ 1,118,330	\$ 1,238,254	\$ 1,275,538
Technology Services	1,437,946	1,664,455	1,730,175	1,773,490

Net Program Budget by Fund

General Fund	\$ 787,762	\$ 1,092,830	\$ 1,212,754	\$ 1,250,038
Technology Services	(565,783)	(238,260)	(109,890)	(44,295)



City Manager Administration

Program Description

The City Manager serves as the chief administrative officer for the City, providing management oversight for all City functions and implementing the policies set by the City Council. The City Manager also provides professional leadership to the Executive Management Team and the City organization. This office is also responsible for public information and community relations, serving as a liaison to various community and business groups. The Information Technology function is a division within the City Manager's Office.

Key Objectives

1. Lead implementation of City Council policy objectives to achieve the community vision and provide policy recommendations as necessary.
2. Manage a fiscally sustainable, customer service-oriented organization.
3. Provide direction and leadership to the Executive Management Team in implementing policy driven programs, projects and services.
4. Manage public funds to ensure the cost-effectiveness of budget programs to secure the financial health of the organization and community.
5. Respond to media requests for information promptly and accurately.

Budget Highlights and Significant Proposed Changes

- The budget includes a \$70,000 reduction in contractual services and a \$30,000 reduction in association memberships for FY 11-12 and FY 12-13, in comparison to the amounts budgeted for FY10-11. In addition, the budget reflects a \$29,000 reduction in personnel costs resulting from a reorganization of the department.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Community meetings attended	1	35	40	40	40
Alameda Access cases resolved	2	1,000	1,000	1,000	1,000
Press releases reviewed and issued	5	75	80	80	80
Policy initiatives completed	1	30	30	30	30



City Manager Administration (2110)

Funding Sources:

General Fund (001)

Summary of Expenditures and Revenues

<u>Expenditure Category</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Personnel Services	\$ 594,424	\$ 855,125	\$ 968,269	\$ 1,009,183
Contractual Services	87,037	110,350	79,680	79,680
Materials & Supplies	37,737	28,175	65,625	65,125
Fixed Charges	93,564	124,680	124,680	121,550
Total Program Budget	\$ 812,762	\$ 1,118,330	\$ 1,238,254	\$ 1,275,538
Less: Program Revenues	25,000	25,500	25,500	25,500
Net Program Budget	\$ 787,762	\$ 1,092,830	\$ 1,212,754	\$ 1,250,038

Personnel Summary

<u>Position</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
City Manager	1.00	1.00	1.00	1.00
Assistant City Manager	0.50	-	0.80	0.80
Deputy City Manager	0.50	0.50	0.80	0.80
Principal Executive Assistant	1.00	1.00	-	-
Office Assistant	1.00	1.00	2.00	2.00
Senior Management Analyst	1.00	1.00	1.00	1.00
Totals	5.00	4.50	5.60	5.60



City Manager

Citywide Information Technology

Program Description

The Citywide Information Technology (IT) program oversees the technology needs of the City. Functions include: strategic planning of technology growth and usage and monitoring and tracking existing technology. The Citywide IT program also establishes policies, procedures, and software protocols; administers and maintains network connections and the local area and storage area servers; and maintains desktop applications and functionality.

Key Objectives

1. Provide technological desktop computer support to City staff within four hours of request.
2. Maintain and support 30 software applications including those specific to public safety services.
3. Implement upgraded software applications as required.
4. Maintain connectivity among network routers, switches, and devices to ensure availability and reliability for City staff and external customers.
5. Implement and maintain new application servers.
6. Evaluate the feasibility of a computer leasing program.

Budget Highlights and Significant Proposed Changes

- The budget includes a 5% reduction in contract service expenses for both FY 11-12 and FY 12-13 in comparison to FY 10-11 budget.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
PCs supported	1	445	445	445	445
Servers maintained	5	37	38	38	38
Service requests received	1, 4	750	750	750	750



City Manager

Citywide Information Technology (07041)

Funding Sources:

Technology Services (704)

Summary of Expenditures and Revenues

<u>Expenditure Category</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Personnel Services	\$ 573,221	\$ 503,865	\$ 566,935	\$ 582,105
Contractual Services	325,975	555,700	495,000	513,000
Materials & Supplies	82,763	90,060	138,980	146,245
Capital Outlay	2,240	-	-	-
Fixed Charges	54,204	54,200	54,200	54,200
Total Program Budget	\$ 1,038,403	\$ 1,203,825	\$ 1,255,115	\$ 1,295,550
Less: Program Revenues	1,265,809	1,170,110	1,323,385	1,320,050
Net Program Budget	\$ (227,406)	\$ 33,715	\$ (68,270)	\$ (24,500)

Personnel Summary

<u>Position</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Information Technology Manager	1.00	1.00	1.00	1.00
Administrative Management Analyst	2.00	2.00	2.00	2.00
Computer Services Technician	1.00	1.00	1.00	1.00
Deputy City Manager	-	-	0.20	0.20
Totals	4.00	4.00	4.20	4.20



City Manager

Library Information Technology

Program Description

The Library Information Technology (IT) program provides technology support to the three City libraries. Functions include: monitoring and tracking existing technology, establishing policies, procedures, and software protocols for library computers; and administering and maintaining network connections, the local area and storage area servers, and desktop applications and functionality. The Library IT program also prepares training materials and conducts classes for the general public.

Key Objectives

1. Provide technological desktop computer support to the public and library staff.
2. Provide support to maintain library web page content.
3. Maintain and support various library software applications on servers and desktops.
4. Maintain connectivity among network routers, switches, and devices to ensure availability and reliability for library staff and public.
5. Maintain and support various library software applications on servers and desktops.

Budget Highlights and Significant Proposed Changes

- No significant changes are proposed for this program.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
PCs supported	1, 3	90	90	90	90
Public classes held	1	24	90	90	90
Referrals received	1	22	22	22	22



City Manager

Library Information Technology (07042)

Funding Sources:

Technology Services (704)

Summary of Expenditures and Revenues

<u>Expenditure Category</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Personnel Services	\$ 110,125	\$ 107,580	\$ 110,635	\$ 112,640
Materials & Supplies	-	1,100	1,500	1,500
Total Program Budget	\$ 110,125	\$ 108,680	\$ 112,135	\$ 114,140
Less: Program Revenues	112,120	112,120	112,120	112,120
Net Program Budget	\$ (1,995)	\$ (3,440)	\$ 15	\$ 2,020

Personnel Summary

<u>Position</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Technology Services Coordinator	1.00	1.00	1.00	1.00
Totals	1.00	1.00	1.00	1.00



City Manager

Citywide Telecommunications

Program Description

The Citywide Telecommunications program provides installation, maintenance and repairs to a variety of telecommunications systems, phones, voice mail, equipment, cabling, and other related items in the various City facilities. The program coordinates, oversees, and negotiates with vendors and support technicians for service and upgrades; activates, researches, and verifies City telecom accounts for accuracy; and builds customized phone reports.

Key Objectives

1. Assist with training and implementation of City's new Voice over IP (VOIP) telephone system.
2. Provide and maintain telecommunication services and equipment as needed.
3. Ensure telecommunication projects and processes are in conformance with the City's established policies, procedures, and security protocols.

Budget Highlights and Significant Proposed Changes

- No significant changes are proposed for this program.

Performance Indicators

Performance Indicator	Relates to Objective	FY 09-10 Actual	FY 10-11 Projected	FY 11-12 Budget	FY 12-13 Forecast
Telephones supported	1, 2	594	450	450	450
Cell phones supported	2	226	220	220	220



City Manager

Citywide Telecommunications (07043)

Funding Sources:

Technology Services (704)

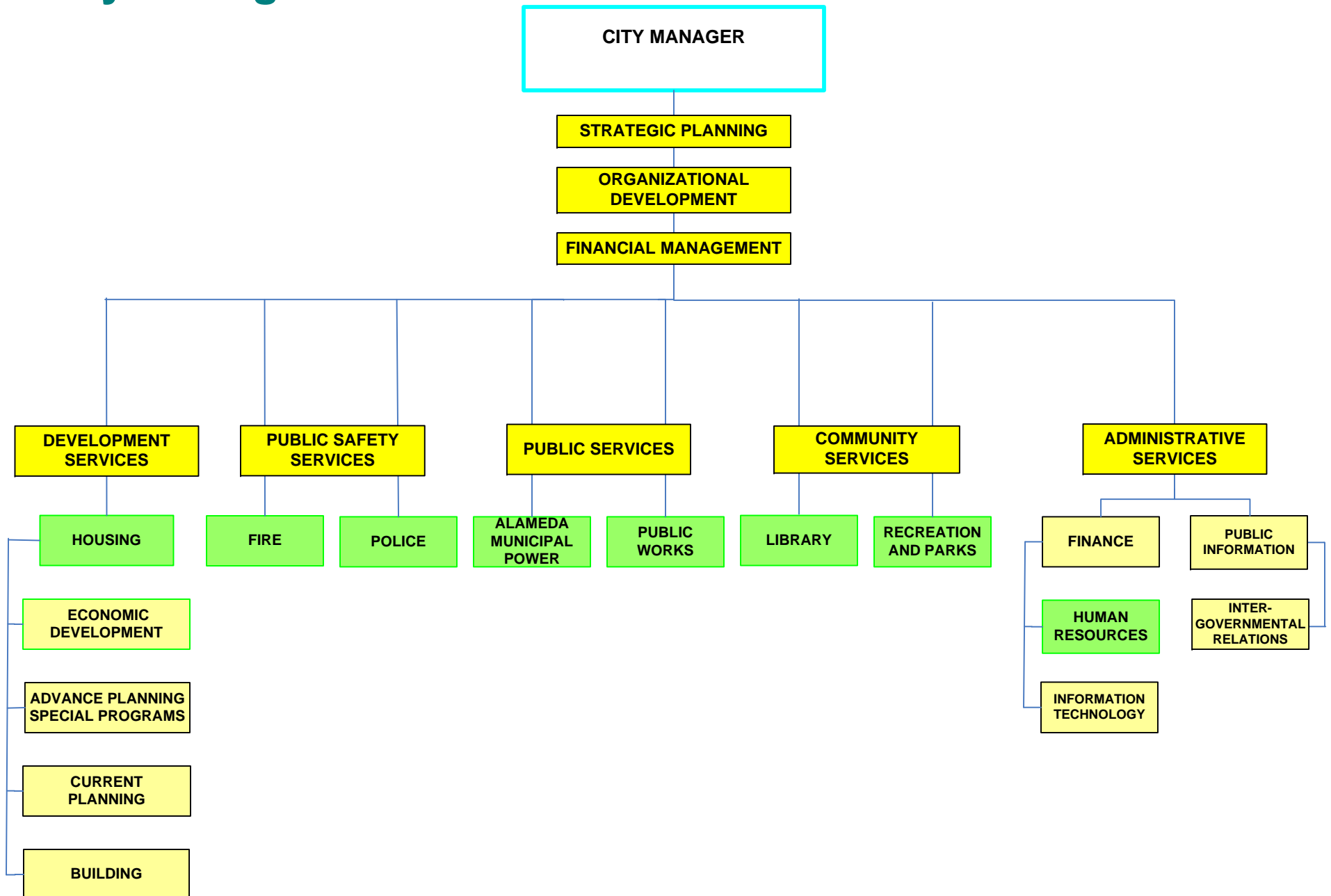
Summary of Expenditures and Revenues

<u>Expenditure Category</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Personnel Services	\$ 95,520	\$ 93,450	\$ 99,425	\$ 100,300
Contractual Services	56,423	95,000	100,000	100,000
Materials & Supplies	105,193	163,500	163,500	163,500
Debt Service	32,282	-	-	-
Total Program Budget	\$ 289,418	\$ 351,950	\$ 362,925	\$ 363,800
Less: Program Revenues	625,800	620,485	404,560	385,615
Net Program Budget	\$ (336,382)	\$ (268,535)	\$ (41,635)	\$ (21,815)

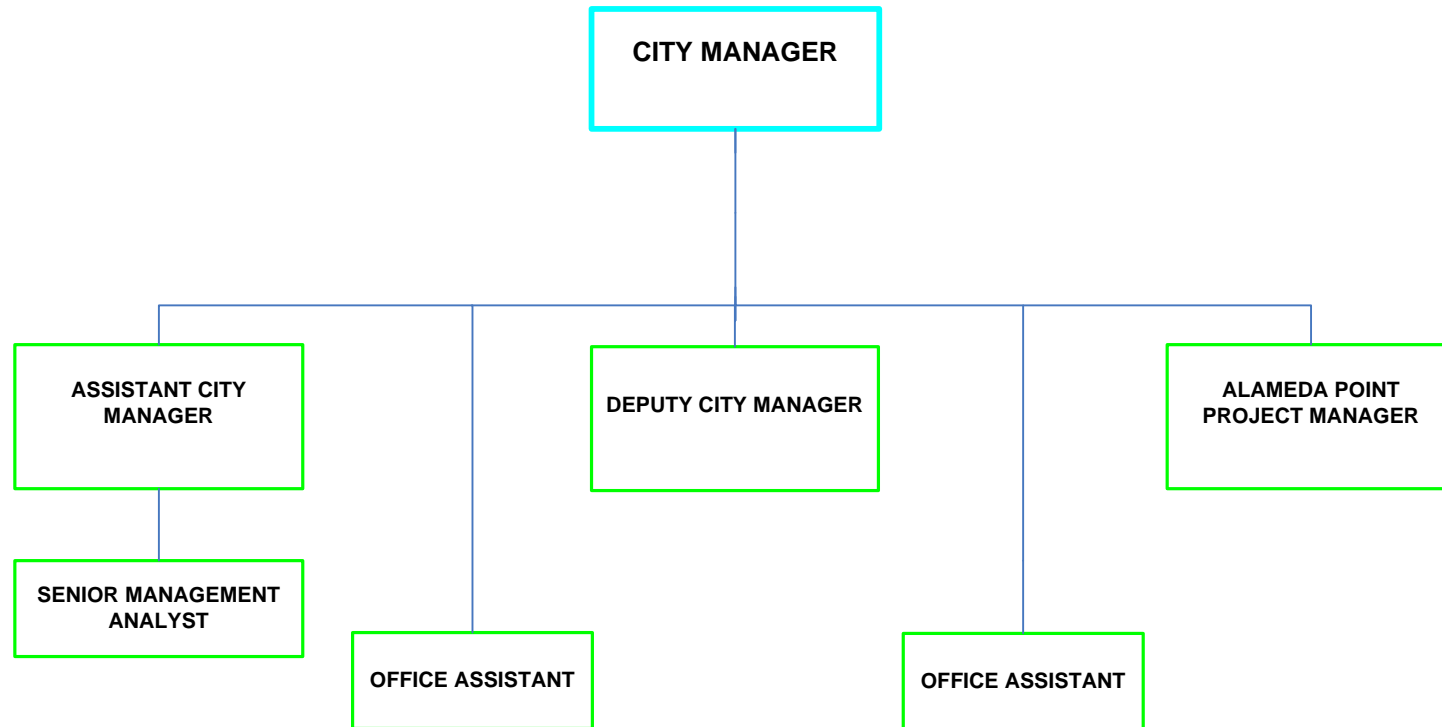
Personnel Summary

<u>Position</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Telecom Maintenance Technician	1.00	1.00	1.00	1.00
Totals	1.00	1.00	1.00	1.00

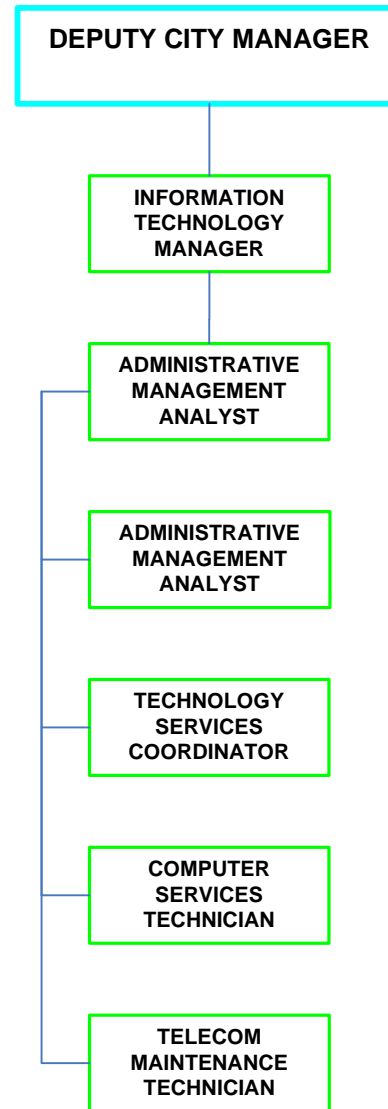
City Manager



City Manager



Information Technology





Non-Departmental

Program Description

This program accounts for various operational expenditures that are not specifically attributable to a department or departmental program, but which are the results of past department activity. Program expenditures include fees for County administration of property taxes; obligations for past severance and retirement agreements; fees for the 2-1-1 program; and a budgeted contingency for unanticipated projects or special studies.

Budget Highlights and Significant Proposed Changes

- Appropriate funds for estimated vacation pay-outs resulting from retiring personnel in FY11-12 and FY12-13.
- Appropriate funds for the County of Alameda property tax administration fee.
- Make the final payment to Alameda County Associated Community Action Program in FY11-12.
- Maintain a contingency reserve of \$200,000.



Non-Departmental Non-Departmental (1010)

Funding Sources:

General Fund (001)

Summary of Expenditures and Revenues

<u>Expenditure Category</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Personnel Services	\$ 174,911	\$ 96,550	\$ 726,550	\$ 726,550
Contractual Services	496,249	442,560	616,755	505,600
Materials & Supplies	28,655	9,630	5,180	5,180
Capital Outlay	-	1,935	500	500
Total Program Budget	\$ 699,815	\$ 550,675	\$ 1,348,985	\$ 1,237,830
Less: General Revenues	64,227,273	67,823,280	65,076,860	63,310,255
Net Program Budget	\$ (63,527,458)	\$ (67,272,605)	\$ (63,727,875)	\$ (62,072,425)

Personnel Summary

<u>Position</u>	<u>FY09-10 Actual</u>	<u>FY10-11 Projected</u>	<u>FY11-12 Budget</u>	<u>FY12-13 Forecast</u>
Totals	-	-	-	-